



FOOD ADMINISTRATOR II, (CORRECTIONAL FACILITY) California Correctional Health Care Services

OPEN – CONTINUOUS FILING

Position Information

Positions currently exist statewide with California Correctional Health Care Services.

The Food Administrator II, (Correctional Facility), under general direction in a large State correctional facility (normally a facility serving three meals a day to 500 or more patient-inmates and employees), plans, directs, and coordinates all food service and dietary activities; develops, interprets, and applies standards and procedures governing the operation of the food service department; plans menus, estimates food requirements, and directs the preparation and service of food in accordance with the State food control system; inspects food facilities for compliance with sanitary, safety, and housekeeping standards; prepares budgets and quarterly food estimates; supervises the requisitioning, receiving, inspecting, storing, and inventorying of supplies; integrates the feeding program with other programs of the correctional facility; selects and trains staff, evaluates their performance, and takes or recommends appropriate action; and plans and conducts in-service training programs for the food service staff.

Salary and Benefit Information

Currently, as of July 1, 2013: \$4,614 - \$5,732 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Experience: One year of experience in California state service performing the duties of a Food Administrator I (Correctional Facility), or Food Administrator I.

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.



**Food Administrator II,
Correctional Facility**

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Minimum Qualifications (Continued)

Or II

Experience: Two years of experience in a position comparable to that of a dietitian, nutritionist, or food service manager which has included supervisory responsibility for a program of food preparation, serving, buying, storage, and nutritional accounting in a hospital, school, industrial plant, or similar organization serving a minimum of 500 persons per meal.

And

Education: Equivalent to graduation from college and completion of an approved internship in institutional management or dietetics. (Membership in the American Dietetic Association or eligibility for such membership may be substituted for the required internship.)

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; demonstrated supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Examination Information

This examination will consist solely of an evaluation of each candidate's experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the "Position Description" and "Minimum Qualifications" shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.



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How to Apply and Test

Submit an Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination.

By mail:

California Correctional Health
Care Services
Selection Services Section, Building D
P. O. Box: 588500
Elk Grove, CA 95758

In person:

California Correctional Health
Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

If you have a disability and need special testing arrangements, please contact the CCHCS' Selection Services Section at (916) 691-5894 to make specific arrangements. The State Application can be found at www.jobs.ca.gov.

Eligible List Information

The resulting eligible list will be established to fill vacancies within California Correctional Health Care Services. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list(s) warrant a change in this period. Competitors must then retake the Education and Experience Assessment to re-establish eligibility.

Veterans Points and Career Credits

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.

**CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
FOOD ADMINISTRATOR II, CORRECTIONAL FACILITY**

NAME _____

CONDITIONS OF EMPLOYMENT (FORM 631) - CDCR ADULT LISTING ONLY

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

TYPE(S) OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

☐ **(D) Permanent Full-Time** ☐ **(R) Permanent Part-Time** ☐ **(K) Limited-Term Full-Time** ☐ **(A) Any**

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK

Please mark the appropriate box(es) of your choice. You will not be offered a job in locations not marked.

- ☐ **5 Anywhere Statewide**
- ☐ **4804 California Medical Facility**
 Vacaville, Solano County
- ☐ **3914 Correctional Health Care Facility**
 Stockton, San Joaquin County

Please notify CCHCS promptly of any address changes or availability for employment at the following address: CCHCS, Attn: Selection Services Section, Bldg D1, P. O. Box 588500, Elk Grove, CA 95758.

Release Date: 3/20/13

Revised Date: 9/12/13

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